

Exhibit

A

371
Lubacy

Form DC-135A		Commonwealth of Pennsylvania Department of Corrections	
INMATE'S REQUEST TO STAFF MEMBER		INSTRUCTIONS Complete items number 1-8. If you follow instructions in preparing your request, it can be responded to more promptly and intelligently.	
1. To: (Name and Title of Officer) MS. SEBECK LAW LIBRARIAN		2. Date: OCT 7, 2004	
3. By: (Print Inmate Name and Number) JAMES WILLIAMS AY-8692 James Williams Inmate Signature		4. Counselor's Name	
6. Work Assignment		5. Unit Manager's Name	
		7. Housing Assignment G-D12	
8. Subject: State your request completely but briefly. Give details. I'm in need of having some legal documents photo copied on your next visit. stop at cell. Thank you J.W.			
9. Response: (This Section for Staff Response Only)			
Give it to your CO or put it in the mail.			
To DC-14 CAR only <input type="checkbox"/>		To DC-14 CAR and DC-15 IRS <input type="checkbox"/>	

Staff Member Name

Print

J. Higgins

Sign

Date

10/12/04

William
R-48692
EB 10

ATTENTION

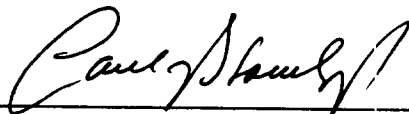
Effective **January 10, 2000** there will be a change in the system by which you submit requests to the main law library for cases, photocopies, inter-library loans, and legal packets. Requests for legal cases are to be forwarded through institution mail to the main library. Once the cases are copied, they will be returned to you in large envelopes via institutional mail. Remember, these are copies of published legal cases and are **NOT** considered personal or confidential. You should reuse the large envelopes to return your cases to the library by institution mail.

R-444
L-5 → Requests for photocopies of confidential materials, inter-library loan requests, and legal packets will be collected by the Unit Manager prior to the Tuesday and Thursday legal distribution and pick-up time schedule between 11:30 AM and 1:30 PM. Photocopy requests should have a signed cash slip attached with clear instructions as to how many copies of each page of material is needed. Once the copies have been made, a staff member from the Education Department will deliver these photocopies to the Unit Managers. The Unit Managers will distribute the copies directly to you. All requests for legal packets and inter-library loan photocopies will also be mailed to you in envelopes via institution mail.

Again use the envelope to make your returns.

If you have questions, write to Ms. Turner in the main library.

PLEASE DISTRIBUTE TO ALL RHU INMATES



Paul J. Stowitzky
Deputy Superintendent
For Centralized Services

DC-804
Part 1COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CORRECTIONS
P.O. BOX 598
CAMP HILL, PA 17001-0598

FOR OFFICIAL USE ONLY

98655
GRIEVANCE NUMBER

OFFICIAL INMATE GRIEVANCE

TO: FACILITY GRIEVANCE COORDINATOR <i>Joe Davis</i>	FACILITY: <i>H.C.E. Greene</i>	DATE: <i>October 12, 2004</i>
FROM: (INMATE NAME & NUMBER) <i>James E. Williams</i>	SIGNATURE of INMATE: <i>James E. Williams</i>	
WORK ASSIGNMENT:	HOUSING ASSIGNMENT: <i>2-7-12</i>	

INSTRUCTIONS:

1. Refer to the DC-ADM 804 for procedures on the inmate grievance system.
2. State your grievance in Block A in a brief and understandable manner.
3. List in Block B any actions you may have taken to resolve this matter. Be sure to include the identity of staff members you have contacted.

A. Provide a brief, clear statement of your grievance. Additional paper may be used, maximum two pages.

on October 7, 2004 I submitted a Request Slip to Law Library Staff requesting they stop at my cell for Thursday, October 12, 2004 for legal material to be photo copied. I had returned Thursday October 14, 2004, per H.C.E. Greene policy dated January 10, 2000 which I still have. Instead of personally collecting my confidential material. Mr. Higgins answered my Request Slip stating, give it to your C/O or put it in the mail. No one from Law Library came around to collect legal material for photo copying. Today Sgt. Lubary handed out all Law cases. When I tried to hand him my legal material for copying, he stated Law Library already left while he was passing out Law cases. He handed me my Request Slip. I have an issue with the court for Oct 15, 04 which is going to be heard.

B. List actions taken and staff you have contacted, before submitting this grievance.

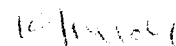
Spoke with Sgt. Lubary 2 to 10 shift on F.R.D. who handed me my Request Slip, requesting legal document to photo copied. Nicopar White he was handing out Law cases to Law Library.

Also spoke with Dad of Mr. Father. With me and Sgt.

Your grievance has been received and will be processed in accordance with DC-ADM 804.



Signature of Facility Grievance Coordinator



Date

WHITE - Facility Grievance Coordinator Copy CANARY - File Copy PINK - Action Return Copy GOLDENROD - Inmate Copy

Revised
December 2000

DC-ADM 804, Inmate Grievance System

DC-804

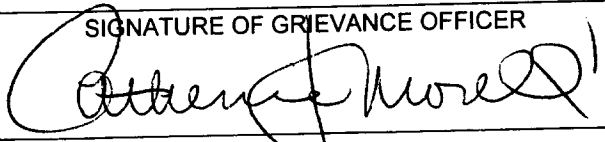
Part 2

COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF CORRECTIONS
 P.O. BOX 598

CAMP HILL, PA 17001

OFFICIAL INMATE GRIEVANCE
 INITIAL REVIEW RESPONSE

GRIEVANCE NO. 98655

TO: (Inmate Name & DC No.) Williams, James AY 8692	FACILITY SCI-GRN	HOUSING LOCATION GD 12	GRIEVANCE DATE 10-12-04
<p>The following is a summary of my findings regarding your grievance: Grievance number 98655, submitted on October 12, 2004 was sent to me for investigation. I have reviewed the information and respond to your issues after discussion and review with the librarian.</p> <p><u>There is no policy to cover your assertion that someone from the library must personally collect request slips or personally hand you legal copies.</u> Mail that is addressed to you is delivered by the officer, as you state. A recent memo from the library and Captain Grainey dated October 4, 2004 explains this procedure.</p> <p>Please note that to ensure timely response to receiving your papers, you should submit them in advance of the due date because the library makes and delivers hundreds of copies on their twice-weekly schedule. The library is not collecting and delivering on demand, but on a schedule, and they are <u>not required to personally pick up mail</u>, although they will take something (that is ready to go) from someone who receives a delivery. You can submit requests every day through the mail. Items are received daily, and returned on Tuesday and Thursday afternoons.</p> <p>This grievance is resolved with no further action needed.</p> <p>cc: Deputy Area Grievance Coordinator DC-15 File</p>			
Print Name and Title of Grievance Officer Catherine L. Morelli Corrections School Principal	SIGNATURE OF GRIEVANCE OFFICER 		DATE 10-21-04

In the United States District Court
For the Middle District of Pennsylvania

James H. Williams
(Plaintiff)

Civil No# 1:CV-01-0280

vs

Richard L. Spaide
(Defendant)

Judge Kane

Certificate of Service

I, James H. Williams, AY-8692, pro se,
hereby certify that on November 11, 2004, I served
a true and correct copy of Motion for Enlargement
of Time and Motion to Compel S.C.Z. Greene to
provide adequate legal service for photo copying documents
by causing it to be deposited in the United
States Mail, first-class postage prepaid to the following:

Linda S. Lloyd (D.A.G.)
Office of Attorney General
Litigation Section
15th Floor, Strawberry Square
Harrisburg, Pa. 17120

Date Nov. 11, 2004

Respectfully Submitted
James Williams
AY-8692
175 Progress DR
Wagonsburg, Pa. 15370

To: office of the clerk
215. District Court House
228 Walnut St. P.O. Box 983
Harrisburg, Pa. 17108

James Williams
AY-8692
175 Progress Dr
Wagnersburg, Pa. 15370

November 11, 2004

RE: Williams vs Spaide
Civil No# 1:01-cv-0280

Dear clerk

Enclose please find one (1) original and attached
Exhibit "A" only for
Motion For Enlargement of time and
Motion To Compel S.C.G. Greene to provide
adequate legal service for photo copying Plaintiff documents.

Plaintiff is only able to provide this court
with original only and mail Defendant with carbon
copy of motion with-out Exhibits "A" do to the problem
Plaintiff are having with S.C.G. Greene staff not providing
adequate legal photo copying service, denying Plaintiff
access with the courts.

P.S. If possible could the clerk forward
Defendant a copy of Exhibit "A" which consist of only
four (4) pages.
Plaintiff is unable to provide such copies.

Truly yours
James Williams
pro se